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ABSTRACT

This guide provides an outline of the components necessary in a written evaluation plan for vocational education programs. The four components that a plan for evaluation should include are described. The first component, the specific goals of the evaluation process, is divided into these two sections determined by the type of evaluation conducted: (1) a general analysis of the vocational education program performance measures and standards or (2) a goal with a more specific focus on objectives and action plans previously established through the evaluation process. How to conduct each type of evaluation is described. The second component lists elements that should appear in a description of the evaluation process. The third component contains a list of data sources to be used in the evaluation process. The section on the fourth component, a description of the process for program improvement, recommends information that should be included. Attachments include: a sample vocational program improvement plan; sample evaluation plan (general analysis--5 year); and sample annual evaluation plan for vocational programs. (YLB)

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Guide to Developing a Written Evaluation Plan for Vocational Education Programs

ED 469 005

The purpose of this *Guide* is to provide an outline of the components necessary in a written evaluation plan. Evaluation of vocational education programs provides a basis for identifying the strengths and concerns for the various programs and the overall vocational education curriculum. This then leads to the development of objectives and action plans resulting in program improvement. While this *Guide* provides an outline for a written evaluation plan, it is not intended to provide information on how to design and conduct program evaluations.

A plan for the evaluation of vocational education programs should include the following components:

1. The specific goals of the evaluation process.

While program improvement is always the goal of the evaluation process, a more specific goal should be set based on the type of evaluation conducted. The goal of the evaluation could be either (A) a general analysis of the vocational education program performance measures and standards or (B) a goal with a more specific focus on objectives and action plans previously established through the evaluation process.

A. Conducting a General Analysis

A general analysis of vocational education programs will provide a baseline of information from which critical issues or areas for improvement can be identified. This general analysis should use program specific standards or checklists and established performance measures for the program and/or vocational education as a basis for the evaluation process. A general analysis of programs should be conducted at least every five years or when major changes to a program have occurred.

B. Conducting an Evaluation Based on Specific Objectives

A more specific goal for program evaluation would be to determine the achievement of an objective and the effectiveness of action plans developed as a result of a previous program evaluation. This type of goal is appropriate with annual evaluations of program improvement objectives. The basis for this type of evaluation is the vocational improvement plan. The measurable objectives and evaluation procedures established for the vocational improvement plan serve as the goals and procedures for the evaluation. This information can be found on the vocational program improvement plan form, a sample of which is included. Performance standards for vocational education should also be part of the annual evaluation process.

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2. A description of the evaluation process.

The description will include the procedure for gathering, analyzing and reporting data generated through the evaluation process. Included in this section should be:

- A description of the specific program components, goals, performance measures, or improvement objectives to be evaluated
- Timelines for gathering and reporting data
- Assignment of responsibilities for the evaluation process
- Dissemination plan for the evaluation report

3. A list of data sources which will be used in the evaluation process.

Data sources which address the evaluation goals must be identified as part of the evaluation plan. These data sources could include, among others, :

- Missouri School Improvement Program reports
- Program specific standards and checklists
- The district's Comprehensive School Improvement Plan
- The district's public report data
- Performance measures for vocational education programs
- Follow-up data on students enrolled in vocational programs
- Labor market and community needs assessments
- Student interest surveys
- Surveys of employers of graduates of vocational programs
- Advisory committee review of programs and recommendations
- Student satisfaction surveys
- Information from administrative/board reviews or evaluation

4. A description of the process for program improvement

This section should include how the information included in the evaluation report will be used in planning for program improvement. Improvement plans must be tied to program standards, vocational education performance indicators, and/or standards for the Missouri School Improvement Program. Improvement plans should include measurable objectives and action plans which address the program improvement issues. The enclosed Vocational Program Improvement Plan form should be used to develop the plans.

Information for this section could include:

- How objectives for improvement will be prioritized and selected
- How the action plans to accomplish the objectives will be determined
- The relationship of the vocational program evaluation process to the building or district level Comprehensive School Improvement Plan.
- How the implementation of the objectives and action plans will be monitored

VOCATIONAL PROGRAM IMPROVEMENT PLAN

Objective # _____

Measurable objective: _____

_____

How objective will be measured: _____

_____

Standard/ Indicator	*Action to be taken*	*Needed Resources*	*Person Responsible*	*Start Date*	*Complete Date*

SAMPLE EVALUATION PLAN

General Analysis - 5 year

Vocational Education Evaluation Plan
Mytown High School
Vocational Education Program

Goal: To identify needed improvements to the Vocational Education program.

Description of evaluation process: The evaluation will be conducted by the Vocational Education teacher with help from the program advisory committee. Data will be gathered related to the program standards and performance standards established for vocational education in the Missouri School Improvement Program. Once data have been gathered, a report will be written which describes the program's standing against these standards and performance measures. The report will be shared with advisory committee members, the principal and other administrators, and other vocational teachers. A timeline for conducting the evaluation is included below.

Evaluation Timeline

	Start	Complete
Review previous MSIP self study and report.	Oct. 1	Oct. 15
Complete program standards profile checklist.	Oct. 15	Oct. 20
Complete MSIP performance standards chart for vocational education.	Oct. 20	Nov. 10
Prepare written report on program and performance standards.	Nov. 10	Jan. 15
Distribute written report to administrator and advisory committee.	Jan. 15	Jan. 20
Prepare advisory committee recommendations.	Jan. 20	Jan. 30
Prepare improvement plan based on recommendations.	Jan. 30	Feb. 15
Present recommendations and improvement plan to administration/board	Feb. 15	Mar. 1
Implement improvement plan and design evaluation process.	Mar. 1	Jun. 30

List of Data Sources:

1997 MSIP Mytown District MSIP Self-Study Report
DESE Report to the District, MSIP 1997
Vocational Program Standards, DESE
Mytown District Annual Performance Report, 1998 and 1999.

Program enrollment and placement data from teacher files

Sample - 5 year analysis
Page 2

Program Improvement Process: The Vocational Education Advisory Committee will meet to review the evaluation report. The committee will be asked to prioritize the top three areas for program improvement efforts, and to make specific recommendations on actions which should be taken to improve those areas. The teacher will prepare an improvement plan based on these recommendations. This improvement plan will contain measurable objectives, action plans, and the relationship of each objective to the Mytown District Comprehensive School Improvement Plan. This improvement plan will be submitted to the principal for approval and prepared as a written report and presentation for the Board of Education's evaluation of district programs. This improvement plan will be the basis for the program evaluation improvement plan developed the following year.

SAMPLE

ANNUAL EVALUATION PLAN FOR VOCATIONAL PROGRAMS
Mytown Area Vocational Technical Institute

Each vocational program area will annually conduct an evaluation to gather performance information and to determine its success in achieving the objectives of the program improvement plan. A written report will be submitted to the Director prior to July 1. This report will include the findings of the evaluation, recommendations for improvement, and a plan to achieve those improvements.

The Director will prepare a summary of the evaluation reports and an overall school improvement plan based on the program area information. This plan will be integrated with the district's Comprehensive School Improvement Plan when appropriate.

Each vocational program area evaluation will use the following data sources:
enrollment information
completer and placement data
home high school graduation data
appropriate MAP scores
other data sources specifically related to the annual improvement plan objectives

Where possible, advisory committees will be used as part of the evaluation and program improvement process.

May 1	Program leaders assemble data, begin report writing
July 1	Program Evaluation Reports to Director
Aug 1	Summary report to Superintendent, Board of Education
Sep 1	Program improvement plans approved by director, shared with CSIP committee.

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